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71-2115

25 MAY 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Inspector General's Survey - Office of Personnel

1. This memorandum suggests action on the part of the Deputy Director for Support. Such action is requested in paragraph 5.

2. We received your note on 10 May 1971 attaching an extract from subject report indicating that we may wish to comment. Paragraph 54 of the report stated:

> "We found that field security investigations continue to be very time consuming, but we made no detailed investigation of the reasons behind the present situation. In a large sample of 1970 processing experience we find that 281 or just over 40 percent of 693 clerical applicants put in process between 1 January and 31 August 1970 required more than 120 days of security processing."

3. Our records disclose that for the period 1 January through 31 August 1970, we completed the processing of 2,041 clerical and professional applicant-type cases with the Office of Personnel being notified of the action. We find that 93.9% of the

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cases were completed in less than 120 days and that 79.3% were completed in less than 90 days. We do not break down our figures separately for clerical and professional but experience has shown that the processing of clerical personnel takes less time because investigative coverage is not extensive due to the age of the individual. Our figures do not include cases considered by the Applicant Review Panel which is the responsibility of the Office of Personnel.

4. We checked with the Office of Personnel to determine the basis for the comment in subject report. We were advised that OP processing time begins with the request for a security clearance (Form 377) and continues until the person enters on duty. The processing time in Personnel is not dependent on the clearance action only but may involve other factors such as the medical and polygraph interviews and completion of refresher courses in typing and shorthand. Processing time is counted in Applicant Review Panel cases if the person eventually enters on duty. In summary, OP processing time covers the entire spectrum and is not limited to the security phase only.

5. It is recommended that the Executive Director-Comptroller be advised that paragraph 54 of subject report contains the overall Office of Personnel processing time with the security phase only a part of the total.

[redacted] 25X1

Howard J. Osborn
Director of Security

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